



TEXAS BOARD OF PROFESSIONAL LAND SURVEYING

12100 Park 35 Circle, Building A, Suite 156, MC-230
Austin TX 78753
www.txls.texas.gov
Phone: (512) 239-5263 Fax: (512) 239-5253

Office Use Only
Firm #
Entity #
Receipt #

BRANCH REGISTRATION FORM

(Only Firms that have already registered their Headquarters should use this form.)

Firms offering land surveying services in the State of Texas are required to register with the Board to engage in public or state land surveying, whether individually or as an association, partnership, or corporation, shall file with the Texas Board of Professional Land Surveying, in the manner prescribed by the Board, a certificate stating the full name and place of residence of each licensed surveyor employed with Firm engaging in the practice of land surveying and the place, including the street address, city and zip code, where the practice land surveying is principally conducted. Any changes to the firm, including closure, are to be reported to the Board. Complete all sections, marking N/A when appropriate. Mail this form to the Board office at the address noted above with a **\$32.11** fee for each location (branch office) offering land surveying services. The fee must be in the form of a check or money order (no cash) made payable to the Texas Board of Professional Land Surveying.

1. Name of Headquarters already registered: _____

Headquarters Firm Number: _____

2. **Branch's Legal Name:** _____

DBA (if applicable): _____

Mailing Address: _____

Physical Address: _____

Address City County State Zip

Telephone Number: _____ Fax Number: _____

E-mail: _____

3. Name(s) of Managing Owner(s), Partner(s), Officer(s) or Director(s) of firm: _____

4. Is the branch a minority owned and/or a historically underutilized business (HUB)? ☐ Yes ☐ No

Name(s) of full time Registered Professional Land Surveyors employed at this location:

<u>Full Name of Surveyor</u>	<u>RPLS #</u>	<u>Residence Address</u>	<u>Telephone Number</u>
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****Affirmation of employment to be signed and sealed by each RPLS who is an employee of firm (use page 2 for RPLS signature and seal)****

I hereby certify under penalty of perjury that the information contained herein is true and correct to the best of my knowledge, information and belief.

Name of Remitter _____ Signature of Remitter _____

Position with Firm _____ Amount Enclosed \$ _____ Date _____

Firm branch is required to renew its registration and pay the designated fee prior to January 1 of each year to offer land surveying services in the next year. If a firm branch does not renew its registration and pay the designated fee prior to January-1 of each year, the firm's branch registration will be deemed expired. Any surveying services offered without a valid renewed registration is in violation of the Professional Land Surveying Practices Act and subject to sanctions and penalties provided for under the Act or as promulgated by the Board.

Reference: Land Surveying Practices Section 10171.352 and Section 1071.353, also Board Rules §661.55, §661.56, §661.57

Please attach additional information regarding branch offices, directors and surveyors as needed.

Affirmation of employment to be signed and sealed by each RPLS who is employed by firm:

I hereby certify under penalty of perjury that I _____, Registered Professional Land Surveyor No. _____, am employed full time by herein named Firm. I hereby acknowledge this statement by affixing my Registered Professional Land Surveyor seal hereto.

I hereby certify under penalty of perjury that I _____, Registered Professional Land Surveyor No. _____, am employed full time by herein named Firm. I hereby acknowledge this statement by affixing my Registered Professional Land Surveyor seal hereto.

I hereby certify under penalty of perjury that I _____, Registered Professional Land Surveyor No. _____, am employed full time by herein named Firm. I hereby acknowledge this statement by affixing my Registered Professional Land Surveyor seal hereto.